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Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030020-7

30 December 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

25X1A

FROM :   
Acting Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 30 December 1977

1. (C) Exit Processing: We now have 141 employees scheduled to exit process today, 30 December; 131 retirees and 10 resignations. In order to facilitate their processing, arrangements have been made to use Room 1A07. Representatives of Central Cover Staff, Finance, Security, Insurance, Personal Affairs and Retirement will be present to clear these employees and provide any last minute assistance that may be required.

2. (C) Travel: Central Processing Branch has been advised that the ban on use of TWA flights into, through and out of Rome is being lifted. This restriction has been in effect since the latter part of October 1977.

3. (U/AIUO) Retirement Activity: These figures depict total retirement activity for the period 10 August through 31 December 1977. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for options of discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 263 persons to go by 31 December, 86 are going under the "liberal" options.

Retired  
Signed to go  
Not signed but  
appear definite



E 2 IMPDET  
CL BY 012752  
May be downgraded to  
CONFIDENTIAL when  
separated from  
attachment.

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7. (U/AIUO) Regulations: The following has been sent to Regulations Control Branch:

25X1A - The latest revision of [REDACTED], Civil Service Retirement System.

25X1A - [REDACTED]

8. (C) Summer-Only Program: As of 23 December, 497 summer-only applications were requested, 307 applications were completed and returned leaving 197 applications outstanding. Special arrangements have been made to extend the testing period through 9 January 1978 in order to accommodate all applicants.

9. (U) Educational Aid Fund: A Book Dispatch and an Employee Bulletin have been prepared for publication announcing the availability of application forms for 1978-79 scholarship assistance. The primary factors in determining eligibility for scholarship aid was explained and employees interested in scholarship assistance for their dependent children were advised to call extension 6081 or obtain forms in Room 5E69 Headquarters Building. The due date for submitting applications is 1 April 1978. To date, we have received requests for seven applications.

10. (S) Rehired Annuitants: See attached report.

COMING EVENT:

Prepare for the January Management Conference on ADP objectives.

25X1A

Att

Distribution:

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EA-D/Pers, [REDACTED] rj (30 December 1977)

**SECRET**

29 December 1977

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (26-30 December 1977) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved for extension by the Acting Deputy Director for Administration:

DDS&T

25X1A



- Independent Contractor, Office of Research and Development, one year extension.

2. (S) The following rehired civilian annuitant cases were approved for extension by the Acting Director of Personnel:

DDA

25X1A



- Independent Contractor, Office of Security, one year extension.
- Independent Contractor, Domestic Collection Division, one year extension.
- Independent Contractor, Domestic Collection Division, one year extension.

DDO

3. (S) The following rehired civilian annuitant case was terminated:

DDO

25X1A



- Independent Contractor, CI Staff, terminating 9 January 1978.

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CL BY: 063837

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